



# PROGRAM SPONSOR ALERT

<b>Date:</b>	<b>September 30, 2008</b>	<b>Number:</b> 08-06
<b>Subject:</b>	<b>Elimination of Paper Documents and Implementation of the New Printer-Friendly Credential Document</b>	

## **Introduction**

As technology advances it results in changes to the Commission's business processes. Coded Correspondence 08-09 announced two significant changes effective September 1, 2008: the elimination of most paper documents and the availability of a new online printable document. It is important to communicate these changes to program sponsors to make certain that information is widely distributed and to ensure a smooth transition. The following information seeks to clarify these two changes and their effects.

## Elimination of Paper Credentials, Certificates, and Permits

To determine the effects of this change it is helpful to provide a brief historical Commission perspective. Since its creation in the 1970's, the Commission, like most licensing agencies such as Department of Motor Vehicles and Consumer Affairs, provided holders with an original hard copy of their license or credential document.

It was acceptable common practice to use an original as verification that one held a particular license or credential. A problem inherent with the use of hard copy originals is that determining the authenticity of the license or credential is incumbent upon the person viewing it. As such, individuals questioning the authenticity would contact the issuing agency to verify the information on the hard copy, as it was responsible for the maintenance and storage of the official record.

On September 1, 2008, the Commission eliminated hard copies of credentials, permits, and certificates. In preparation for this change, and to address reluctance on the part of some employing agencies to use the credential information on the Commission's website, amendments to 5 Cal Code of Regs 80001(e) were approved and implemented in November 2007, to make

clear that the Commission's website is the official record of credentials issued. It is critical to note that once this information is printed from our website, in whatever form, it is no longer the Commission's official information. Therefore it is best practices to always consult the Commission's web page for the official credential information.

#### Creation of a New Printer-Friendly Document Suitable for Framing

Coded Correspondence 08-09 mentions the elimination of the Ornate document. As mentioned previously, information that is printed from our website, including a hard copy Ornate document, is not the official record. The Ornate document was created to provide the holder with a document suitable for framing. To replace the Ornate document, the Commission created a new self-serve web feature that allows holders to create a printer-friendly document suitable for framing. To do so, individuals follow these simple instructions:

1. Navigate to <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>
2. Enter social security number and date of birth
3. Click on any of the documents listed under "Documents Held"
4. Click on the "Printer Friendly" button at the bottom
5. A box will open up with an icon of a printer. Click the printer icon then click "OK"
6. After the document has printed click the "X" button to close the box and return.

#### How Do These Changes Affect Employment and Education Agencies?

Employers, education agencies, or anyone who seeks proof that a document has been granted by the Commission must navigate to <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>, key in the social security number and date of birth of the person whom you wish to verify, and view the electronically displayed information, for that is the official record. Once you "print" the information, whether it is the credential details screen or the printer-friendly document, it is no longer the Commission's official record as it is no longer our electronic display of information.

Local employing agencies must keep records of appropriate certification for all individuals serving in a position that requires certification. Education Code section 44430 requires individuals to register their documents with their employing agency. County offices receive a download of credential information from the Commission for applicants who have noted a county of employment on their application. For all other certificated staff, the employing agency must obtain verification of certification held by their employees. Using the online system will expedite the timeline for the employers to receive the appropriate information.

#### **References**

<http://www.ctc.ca.gov/notices/coded/2008/0809.pdf>

#### **Contact Information**

Email the Commission's Information Services Unit at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) or call (888) 921-2682 from 1:00 p.m. to 4:45 p.m. Monday through Friday.